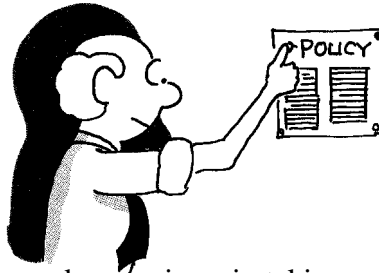


Manager and Supervisor Responsibility in Preventing Sexual Harassment

With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the work place where the employer, its agents or supervisory employees, knows or should have known of the conduct, unless it can show that he or she took immediate and appropriate corrective action.

An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the work place, where the employer, its agents or supervisory employees, knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

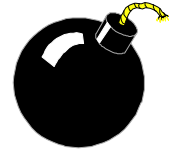


- ! Recognize the roles of managers and supervisors in taking action to prevent sexual harassment.
- ! Be familiar with your policies and procedures as well as the legal definitions of sexual harassment.
- ! Examine personal behavior and set a proper example.
- ! Identify behaviors in the work place that require preventive action or corrective action. Particularly, this involves recognizing that certain behaviors cannot be accepted in the work place.
- ! Provide an environment free of intimidation, hostility, or harassment.
- ! Communicate the Agency's policy on the prevention of sexual harassment.
- ! Take corrective action whenever sexual behavior is displayed.
- ! Hold employees accountable for their actions.
- ! Take appropriate disciplinary action when harassment has occurred (contact the Employee Relations branch of the Personnel Division for guidance).



Managers Should Not:

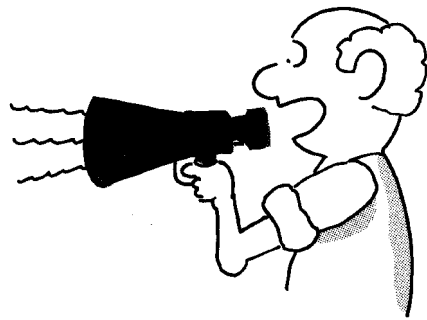
- ! Specify sex in recruiting, job posting, or advertising to hire.
- ! Distinguish in any manner on the basis of sex in personnel policies.
- ! Prohibit, limit, or discriminate on the basis of sex when filling available positions.
- ! Make distinctions based on sex in employment opportunities, wages, hours, or other conditions of employment.
- ! Favor married over unmarried people, people without children over people with young children, or people of one sex over people of another sex.
- ! Use limitations of physical capabilities of people of both sexes as a reason for discrimination.
- ! Penalize women because of their need for time away from work for childbearing and pregnancy.



Overall, the following have been found to be the...

Most Effective Management Actions In Preventing Sexual Harassment:

- ! Establish and publish policies.
- ! Publicize how to use the complaint system.
- ! Investigate complaints swiftly.
- ! Enforce penalties for offenders.



Monitor the Work Place

Management personnel should not rely on sexual harassment complaints to guide them in recognizing when sexual harassment is occurring. Instead, they should monitor their work places to insure that sexual harassment is not occurring. Managers and Supervisors should ask themselves these five questions:

- ! Do you see interactions where there is not equal initiation and participation?
- ! Do you supervise an employee who has a reputation for engaging in sexual and/or sex- based behavior?
- ! Are there sexually suggestive visuals or materials in your work areas?
- ! Do you hear sexual innuendos or jokes?
- ! Do you hear derogatory comments about women and/or men?